

Role Description

Business Development Officer

(Phnom Penh)



Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and investment advisory expertise developed throughout the South and Southeast Asia, and beyond.

With a team of over 150 local and foreign advisers in 9 countries (Cambodia, the Lao PDR, Myanmar, Thailand, Vietnam, Singapore, Bangladesh, Indonesia and the Philippines) including the collaborating firms, we provide unique value propositions and innovative solutions to our clients, with a particular focus on:

- Banking and Finance
- Corporate
- Mergers and Acquisitions
- Energy, Mining and Infrastructure
- Real Estate and Construction
- Taxation

Position:

We are looking to for a **Business Development Officer** to be based out of the Firm's headquarters in Phnom Penh, Cambodia.

Reports to:	Managing Director, Deputy Managing Director, Senior Business Development and Marketing Offer and Heads of Practice Group
Key external relationships:	Clients, Government Ministries, Chambers of Commerce, Business Associations, media and similar organization
Key internal relationships:	Marketing and Business Development team, Partners and Advisers, Managing Director, Deputy Managing Director, Regional Business Development and Marketing Director, Senior Managers and all staff of the Cambodia Office, particularly those who interact directly with clients
Salary range:	Competitive, varying based on the qualifications and experience of the successful applicant.
Position type:	Full Time – Regular
Applicants eligible:	Local residents
Working Hour	Mon-Fri, 8am –12pm and 2pm – 6pm
Location:	Phnom Penh, Cambodia

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Main duties of the role:

The Business Development Officer will execute on business development initiative. He/She will working closely with Senior Business Development and Marketing Officer to oversee business development marketing activities for the Cambodia Business Unit, and work closely with partners to implement strategy and business plan in order to increase revenues and profitability of client relationship.

He/She will work in collaboration with Regional Marketing and Business Development Director as well as the wider Business Development and Marketing team.

The position is expected to support the Business Development and Marketing Unit, and Regional Marketing and Business Development.

Following are the key responsibilities and duties that will be expected of the position within the firm:

Business Development Tasks

- Clients tracking: diarise pipeline tracker (NEXL) and produce weekly reports for each Practice Group;
- Client Pitching: prepare the relevant document for the pitch including marketing materials, CV, bio, and other advisor's qualification documents;
- Client alert: coordinate monthly legal alert meeting, create potential list of client for the alert, research and send out monthly regulation to HOPGs;
- Chambers/Associations relationship/subscription: networking, revise and process the payment for annual memberships;

Marketing and Event Tasks

- Create, revise, improve and maintain the suite of marketing materials including capabilities statements, credentials, fee proposal templates, E-brochures, deal lists, awards and ranking information;
- Work closely with HOPGs and Business Development Unit to implement the publication of Investment Guide, Yearly Tax Pocket Guide Book; and other publications;
- Help in the organization of the event (online and onsite) before, during and after;
- Prepare registration list update, analysis, reporting, communications with participants;
- Format slide preparation;
- Logistic arrangement and payment;
- Send out email confirmation, reminder, and thank you note;
- Produce and circulate post report event;

Other assigned tasks

- Format template, client report and other document advised by HOPGs/advisor;
- Diarise morning press to the firm;
- Make advancement, reimbursement and control monthly BD budget/expense; and
- Other tasks not specifically listed in this document may be assigned from time to time.

Essential skills & experience:

- Bachelor Degree of Marketing or Design or Business Administration with at least one years relevant work experience;

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- Problem solving skills
- Report writing skills
- Attention to detail and time management
- Computer proficiency
- High communication skills in English (both verbal and in writing)
- Ability to work under pressure and multi-cultural environment
- Experience in events organization
- Experience in draft proposal (service and fee proposal)
- Experience in administrative tasks
- Has an enthusiastic attitude towards building a career
- Demonstrates the ability to take the initiative and pay close attention to detail
- Strong communication skills
- Honesty, reliability, and a commitment to strict confidentiality
- Is self-motivated and committed to self-improvement; and
- Excellent knowledge of MS Office suite.

Desirable:

- Prior experience working at a professional service company is an advantage;
- Prior experience working in a multicultural workplace is an advantage;
- Relevant extensive experience in Business Development, Marketing and Communication is an advantage;
- Friendly and approachable, with good people skills; and
- Languages other than English and Khmer would be an advantage.

Contact Details

Applications should be submitted by email or by hand:

DFDL Mekong (Cambodia) Co., Ltd.

№ 30, Norodom Boulevard, 4th Floor BRED Bank Building, Sangkat Phsar Thmey 3, Khan Daun Penh (PO Box 7), Phnom Penh, Cambodia.

HR Department: Careers@dfd.com

Website: www.dfd.com

Online job announcement: <https://apply.workable.com/dfd/j/5A6BEEFDA9/>

Applications should include a curriculum vitae or resume, accompanied by a covering letter outlining the candidate's interest in and suitability for the position.

All applications and expressions of interest will be treated confidentially and reviewed only by DFDL Senior Management and the Human Resources team.

Please note that this position is open until filled. Applications will be reviewed and processed on a rolling basis and **only shortlisted candidates will be contacted.**